



Marijuana Regulatory Agency
P.O. Box 30205 Lansing, MI 48909
Telephone: (517) 284-8599

APPLICANT ENTITY PREQUALIFICATION APPLICATION CHECKLIST

A complete application for a state operating license is comprised of two steps; the prequalification application and the facility license application. These applications may be submitted together or separately. If submitted separately, the prequalification application must be submitted first.

Please refer to the Application Instruction Booklet for instructions on how to complete all application forms required and the manner in which your forms and documents must be arranged and submitted at: www.michigan.gov/mmfl

All application forms must be complete and must be answered **truthfully**. Any incomplete or untruthful information may result in the application being delayed or denied. Use **BLUE** or **BLACK** ink only and print clearly. Make a copy of your completed forms before submitting as they cannot be released back to you.

Review this checklist for the forms and documents required to complete this application:

Entity Prequalification Documents

- ☐ Completed Prequalification Application
- ☐ Application Fee

Attestations

- ☐ A – Entity: Acknowledgment, Agreement, & Consent
- ☐ B – Entity: Authorization to Release Information
- ☐ C – Entity: Verification & Affidavit of Full Disclosure
- ☐ D – Entity: Person Completing Application Disclosures
- ☐ F – Entity: Acknowledgment of Federal Law & Release of Liability
- ☐ Acknowledgement of Attestations (notarized)

Entity Information

- ☐ Entity Demographics (Applicant Entity)
- ☐ DISCLOSURE 1 – Entity: Information
 - ☐ Official Registration Document (e.g., Articles of Incorporation, Articles of Organization)
 - ☐ Bylaws, Operating Agreement, or Other Governing Documents
 - ☐ Certificate of Good Standing
 - ☐ Organizational Structure
 - ☐ Certificate of Assumed Name (if applicable)
 - ☐ Approval to Conduct Business Transactions in Michigan (if applicable)
 - ☐ Trademark or Insignia Registered Documents (if applicable)
 - ☐ Authorizing Resolution (if applicable)

Ownership Interest

- ☐ DISCLOSURE 2A, PART 1 – Entity: Ownership Interests
- ☐ DISCLOSURE 2A, PART 2 – Entity: Additional Ownership Interests
- ☐ DISCLOSURE 2B – Entity: Interests of Public Officials
- ☐ DISCLOSURE 2D – Entity: Marijuana Business Ownership Interests
- ☐ DISCLOSURE 2E – Entity: Other Interests

Financial

- ☐ DISCLOSURE 3A – Entity: Financial Information
 - ☐ CPA Attested Financial Statement Documenting Capitalization with Supporting Documents
 - ☐ Financial Institution Statements for Past Twelve Months
 - ☐ Statement of Money Lender Form
 - ☐ Promissory Note/Line of Credit Documents
- ☐ DISCLOSURE 3B – Entity: Real Property Ownership
 - ☐ Documents Related to Property Ownership or Use
- ☐ DISCLOSURE 4 – Entity: Debt, Insolvency, or Bankruptcy Actions
 - ☐ Debt, Insolvency, or Bankruptcy Order Documents
 - ☐ Explanation of Debt, Insolvency, or Bankruptcy Order
- ☐ DISCLOSURE 5 – Entity: Tax & Tax Compliance
 - ☐ Tax Returns for Past Three Years
 - ☐ Documents Related to Tax Liens and/or Tax Delinquencies
 - ☐ Explanation of Tax Liens and/or Tax Delinquencies

Regulation

- ☐ DISCLOSURE 6 – Entity: Government Regulation
 - ☐ Copy of Any Commercial Licenses
 - ☐ Copy of Any Comparable License from Other Jurisdictions

Litigation

- ☐ DISCLOSURE 8 – Entity: Litigation History
 - ☐ Business Litigation Documents

VALIDATION - FOR DEPARTMENT USE ONLY

MRA RECEIPT	REVENUE SERVICES VALIDATION